

V. AVIATION MAINTENANCE

1. PRODUCTION CONTROL (FIXED WING)

a. Army Material Status System (AMSS) / DA Form 1352

- (1) Is DA Form 1352-1 and 1352 data accurately submitted? (AR 700-138 Para 3-2) **P / F / NA**
- (2) Is disposition of DA Forms 1352 and 1352-1 correct? (AR 700-138 Para 3-2) **P / F / NA**
- (3) Is all issued Aircraft Survivability equipment (ASE) installed and fully operational? (AR 700-138, table 3-12, Note 3 g) **P / F / NA**
- (4) Are aircraft being reported on the contractor status reports correctly? (C-12, C-23, UC-35 SOW Para 3.0 and Appendix D) **P / F / NA**

b. Maintenance Management

- (1) Does the Unit Daily Aircraft Status Report contain timely accurate information? (FM 3-04.500: Para 4-11) **P / F / NA**
- (2) Is the COR reviewing DA Form 2408-12, 2408-13, and 2408-13-1 for accuracy? (COR Handbook) **P / F / NA**
- (3) Are semi-annual QA inspections completed? (COR Handbook) **P / F / NA**
- (4) Has proper reporting been conducted for any write-ups in excess of 45 days carried on the DA Form 2408-13 series and DA Form 2408-14 forms? (COR Handbook) **P / F / NA**
- (5) Does the COR have a copy of the Quality Assurance Plan? (COR Handbook, COR Letter) **P / F / NA**
- (6) Does the COR have a copy of the Quality Assurance Schedule? (COR Handbook) **P / F / NA**
- (7) Is a current SOW on-hand and updated? (COR Letter) **P / F / NA**
- (8) Is a COR submitting documentation of non-compliance issues? (COR Letter) **P / F / NA**
- (9) Does the COR have a copy of the COR handbook? (COR Letter) **P / F / NA**
- (10) Does the COR have appointment orders on-hand signed by the Contracting Officer? (C-12 LCCS, Section I) **P / F / NA**
- (11) Has the COR provided a copy of their orders to the contractor site manager? (OSSA Maint SOP) **P / F / NA**

c. Controlled Exchange

(1) Is the COR, or his designated representative approving all controlled substitutions? (C-12 LCCS-8023) **P / F / NA**

(2) Does the donor and receiving aircraft have a copy of the controlled substitution worksheet attached to maintenance records? (USAREUR Suppl 1 to AR 750-1, Appendix K) **P / F / NA**

(3) Are controlled substitutions commented on in the DA Form 1352? (USAREUR Suppl 1 to AR 750-1, Appendix K) **P / F / NA**

d. Office Management

(1) Is the Army Records Management Information System (ARIMS) used? (AR 25-400-2 Para 1-6, AE 25-400-2 Para 5-4a) **P / F / NA**

(2) Are files labeled correctly? (AR 25-400-2 Para 1-6, AE 25-400-2 Para 5.d.) **P / F / NA**

(3) Does the PC section / COR / QAR have current publications with changes posted? (DA Pam 25-40 appendix E, Para E 8-E 11) **P / F / NA**

(5) Is the Technical Manual Familiarization Chart inspected quarterly and current? (FM 3-04.500 Para 8-18)(FM 3-04.500 Para 7-39) **P / F / NA**

REFERENCES:

AE 25-400-2	31 Dec 2003
AR 25-400-2	15 Nov 2005
AR 700-138	26 Feb 2004
C-12 SOW	26 Sep 2005
C-12 LCCS	14 Jun 2000
COR Handbook	Apr 2004
COR Letter	Date Appointed
DA Pam 25-40	07 Nov 2006
FM 3-04.500	23 Aug 2006
TM 1-1500-328-23	25 Nov 2002, Chg 1
USAREUR Suppl 1 to AR 750-1	05 Oct 2006